



## **Request for Quotations (RFQ) LP Gas Specifications and Requirements**

### **Purpose**

The purpose of this solicitation is to establish a contract for the provision of LP Gas per the following specifications, terms and conditions. **This is an indefinite quantity contract with no guarantee on the quantity of product to be ordered or dollar volume.** Past annual purchases totaled approximately \$10,000.

The awarded vendor shall furnish all labor, equipment, tools, transportation, fuel, hardware, software, and other incidentals necessary for the delivery and dispensing of the product.

The product supplied shall meet all applicable specifications of the State of Florida Department of Agriculture and Consumer Services, State of Florida Department of Transportation and the Federal government.

Pricing shall be submitted as a markup percentage to the current rack/pipeline charge as of May 7, 2014, and a vendor administrative margin markup percentage. In addition to the markups, vendors are asked to submit pricing for tanks (See paragraph titled "New Tanks" for further information.) Note: The electronic RFQ system pricing form requires a quantity be entered; therefore, quantities of one (1) each have been entered for all items - the RFQ pricing form will total the four items automatically, but for evaluation, the markups will be evaluated separately from the tank prices.

### **Specification of LP Gas:**

Propane Gas shall have the following properties and meet ASTM D1835-82, 86, 87, 91, 97 as well as State of Florida and Federal regulations:

Specific Gravity of Gas at 60° F 1.53  
Specific Gravity of Liquid at 60° F 0.511  
Boiling Point degrees F -44  
BTU per Gallon- 91,500  
BTU per Pound- 21,600  
BTU per Cu. Ft. 2,530  
Pounds per gallon 4.24  
Cu. Ft. of Gas per gallon of liquid 36.2  
Cu. Ft. of Gas per pound 8.5  
Vapor Pressure, PSI at 70° F 122  
Flammability Range in Air 2.4 to 9.5%

### **Compliance with Federal Standards**

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

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### **Term of Contract**

The initial contract term shall remain in effect for twelve (12) months, and then the contract will remain in effect until completion of any expressed and/or implied warranty period. The contract prices resultant from this solicitation shall prevail for the full duration of the initial contract term.

### **Option to Renew**

The County shall have the option to renew this contract for an additional one (1) year period. The County may consider an adjustment to the then current "Handling/Transportation Fee Mark-up" and "Vendor Administrative Mark-up" price expressed in the contract based on changes as published by the U.S. Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov>), CPI-U, US City average, all items (1982-84)= 100. **It is the vendor's responsibility to request in writing any pricing adjustment under this provision.** The vendor's written request should be submitted thirty (30) calendar days prior to expiration of the then current contract term. The vendor's request for adjustment must include documentation that clearly substantiates the requested increase. The written request for adjustment should not be in excess of the relevant pricing index change, and except under the most exceptional circumstances, not in excess of 3%. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period shall not be considered. The County reserves the right to reject any written price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

### **Method of Award**

As the best interests of the County may require, the County reserves the right to make award(s) on a lowest price basis by individual item, group of items, all or none, or a combination thereof; with one or more vendor(s); to reject any and all offers or waive any minor irregularity or technicality in quotes received.

### **Delivery**

The Vendor shall make deliveries within forty eight (48) hours after placement of the order by the County. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the Vendor(s); except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes beyond the control of the Vendor. In these cases, the Vendor shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered.

Should the Vendor(s) to whom the contract(s) is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the contract on a default basis after any back order period that has been specified in this contract has lapsed. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent Vendor with any re-procurement costs. If the Vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

Tanks shall be properly equipped to enable Vendor to safely deliver the product. The Vendor shall notify County of any situation deemed unsafe. A Vendor may refuse to deliver fuel to an unsafe site until the safety issue is resolved. The County shall be responsible for having proper equipment installed. The County shall work with the Vendor making a delivery to assure that the Vendor has proper accessibility to all tanks being fueled.

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### **Delivery During Emergency/Hurricane/Disasters or Similar Events**

It is hereby made part of this solicitation that before, during, and after a public emergency, disaster or event, hurricane, flood or other acts of God, that Lake County shall require a “first priority” basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public health and safety, as determined by the County. Vendor agrees to sell all goods and services to Lake County, as opposed to private citizen, on a first priority basis. The County expects to pay contractual prices for the goods required during an emergency situation. The Vendor shall furnish a twenty four (24) hour phone number in the event of such as emergency in the pricing section of this RFQ. In emergency situations, the Vendor shall make deliveries within twenty-four (24) hours after placement of an order. Lake County Public Safety will provide an escort if necessary to ensure the vendor’s safety.

### **Labor, Materials, and Equipment Shall be Supplied by the Vendor**

Unless otherwise stated in this solicitation the Vendor shall furnish all labor, materials, and equipment necessary for satisfactory contract performance. When not specifically identified in the specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County’s contact person/representative.

### **Local Office Shall be Available**

The Vendor shall maintain an office within Central Florida, defined as within the geographic boundaries of Lake, Osceola, Orange, Seminole, Volusia, Marion, Polk, or Sumter counties. This office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.

### **New Tanks**

If deemed necessary, the Vendor may be requested to provide and/or install new tanks on site. Please submit pricing for new tanks as an additional alternate item in the pricing form. The County would request a quote for installation at the time a new tank was needed. The request for a new tank and/or installation would be strictly on an if-needed basis, with no guarantees of volume or need. The County shall own any new tank(s) supplied by vendor over the life of the contract. The County reserves the right to obtain installation quotes from other sources if the contracted vendor’s installation quote is deemed unreasonable.

### **Locations**

Locations currently serviced for LP gas are listed below. The County reserves the right to add or delete locations to be serviced under the contract. Contact persons for the locations will be given to the awarded vendor(s).

#### **Public Safety Radio Tower Sites with LP Gas fueled emergency generators:**

<b><u>Location / Address</u></b>	<b><u>LP Tank Size (Gallons)</u></b>
Astatula Tower, 26312 CR 561, Astatula	1000
Astor Tower, 23025 SR 40, Astor	500
Buckhill Tower, 21923 South Buckhill Rd, Clermont	500
Groveland Tower, 12331 Dry Fork Rd, Groveland	1000
Lady Lake Tower, 1113 Teal Lane, Lady Lake	500
Minneola Tower, 18250 Scrub Jay Lane, Minneola	500
Orange Mtn Tower, 8325 North Bradshaw Rd, Clermont	500
Progress Energy Tower, 14237 SR 50, Clermont	500

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Royal Trails Tower, 43320 Redlands Rd, Eustis	500
Sorrento Tower, 27020 CR 46A, Sorrento	500
Station 112 Tower, 16300 CR 474, Clermont	500
Station 13 Tower, 25316 CR 42, Paisley	1000
Mt Dora WWTP Tower, 1870 SR 46, Mt Dora	500
Tavares Water Tower, 316 N. Ingraham Ave, Tavares	1000
Umatilla SBA Tower, 19430 East Third St, Umatilla	500
Countywide Radio Shop, 15839 Old US Hwy 441, Tavares	500

Other Sites:

Traffic Operations Center, 28127 CR 561, Tavares	500
MA1, 2310 Griffin Rd, Leesburg	500
MA2, 809 Disston Ave, Minneola	325
MA3, 19720 E. Fifth St, Umatilla	500
Road Operations Center, 12901 County Landfill Rd, Tavares	500
Animal Control, 28123 CR 561, Tavares (2 tanks)	1,000 each

**Additional Facilities May be Added**

Although this solicitation and resultant contract identifies specific facilities to be serviced, it is hereby agreed and understood that other facilities may be added to this contract at the option of the County. When required by the pricing structure of the contract, Vendor(s) under this contract shall be invited to submit price quotes for these additional facilities. If these quotes are determined to be fair and reasonable, then the additional facilities may be added to the current contract(s). The additional site(s) shall be added to this contract by formal modification.

The County may obtain price quotes for the additional facilities from other Vendors in the event that fair and reasonable pricing is not obtained from the current contract Vendor(s), or for other reasons at the County's discretion.

**Deletion of Facilities**

Although this solicitation identifies specific facilities to be serviced, it is hereby agreed and understood that the County may delete service for any facility(ies) when such service is no longer required during the contract period, upon fourteen (14) calendar days written notice to the Vendor.

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*These are minimum specifications. Quotes may be submitted electronically through the RFQ system, emailed, faxed, mailed, or hand delivered to the location specified in the RFQ. All deviations or exceptions must be noted on a separate sheet attached/submitted with your quotation response.*